

**Regulation implementing Act 1118 of 2001, regarding Ark. Code Ann. § 27-14-1603:**

A. When a manufactured home is or is to be permanently affixed to real estate, the owner(s), or lienholders as provided in section E of this regulation, may make application, under penalty of perjury, to the Department of Finance and Administration (“Department”) for cancellation of title or manufacturer’s certificate of origin (MCO).

1. The information listed in this section shall be required in order to process any application for the cancellation of title or MCO. Form 10-318 is incorporated into and adopted as a part of this regulation. Form 10-318 provides a method and format to comply with the requirements for an application for the cancellation of title or MCO, and is required to be used by anyone filing an application.

- a. The date;
- b. The names of all the owners of record of the manufactured home;
- c. The legal description of the real property where the manufactured home is located;
- d. A description of the manufactured home, including model year, make, width, length, and identification number;
- e. The names of all parties holding a security interest or otherwise entitled to a lien or encumbrance in the manufactured home;
- f. A statement that the owner or one of the owners of the manufactured home owns the real property where the manufactured home is or will be located; and
- g. The name and address of the owner, lending agency, or other entity to which notification of cancellation of the title or MCO of the manufactured home may be delivered;

2. The certificate of title for the manufactured home, or in the case of a new manufactured home, the manufacturer’s certificate of origin shall be attached to the application for cancellation of title;

3. The application shall be signed by all owners of the manufactured home or mobile home, and also signed by all parties having a mortgage, lien or other security interest in the manufactured home, as evidence of consent to the elimination of the certificate of title; and

4. Any other information the Department of Finance and Administration may reasonably require.

B. A certificate of title, which displays an unreleased lien, will not be accepted, unless it is accompanied by a written acknowledgment of notice of the cancellation of title from the lienholder.

C. The Department of Finance and Administration shall approve the application for cancellation of title when all requirements listed in Section A have been satisfied. After

the application has been approved, the Department of Finance and Administration shall cancel the title or MCO and provide notification of the cancellation to the owner, lending agency, or other entity as listed on the application.

D. The term "affixed to real estate" shall mean permanently attached or affixed by bolting, welding, or mortaring to a structural foundation placed on or in the ground by means other than:

1. Resting on concrete blocks or other devices used merely for leveling the floors of such structures; or
2. Attachment of underpinnings, undershirts, or other tie-downs customarily employed primarily for cosmetic or weather resistant purposes; or
3. A combination of methods described in subdivisions (1) and (2).

E. Lienholders may make application to the Department of Finance and Administration for the cancellation of title to a manufactured home on behalf of the owner(s) of the manufactured home. The application shall be signed by the owner(s) and shall be accompanied by all documentation that would be required if the purchaser had filed the application in person.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ 2004 in the City of Little Rock, Pulaski County, Arkansas.

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Richard A. Weiss, Director  
Department of Finance  
and Administration

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Tim Leathers, Commissioner of Revenue  
Department of Finance  
and Administration

**STATE OF ARKANSAS**  
**APPLICATION FOR CANCELLATION OF AN ARKANSAS CERTIFICATE OF TITLE OR MANUFACTURER'S**  
**CERTIFICATE OF ORIGIN FOR A MANUFACTURED HOME PERMANENTLY AFFIXED TO REAL ESTATE**

**Definition** - "Affixed to real estate" shall mean permanently affixed by bolting, welding, or mortaring to a structural foundation placed on or in the ground by means other than the following:

- Resting on concrete blocks or other devices used merely for leveling the floors of such structures; or
- Attachment of underpinnings, undershirts, or other tie-downs customarily employed primarily for cosmetic or weather resistant purposes; or
- A combination of the methods described above.

**This application may be submitted by the owner or lienholder making application on behalf of the owner. It must be accompanied by:**

- The Arkansas certificate of title or the (MCO) to be cancelled; and
- A legal description of the real property where the manufactured home is located; and
- Written acknowledgement of the cancellation from the lienholder of any unreleased liens reflected on the title or MCO.

Type document to be cancelled: ☐ Manufacturer's Certificate of Origin ☐ Arkansas Certificate of Title

<b>Description of manufactured home for which the Arkansas title or MCO is to be cancelled:</b>				
Year Model	Make	Length/Width	Vehicle Identification Number	Title Number (if title)
<b>Names of all parties holding a security interest or otherwise entitled to a lien or encumbrance in the manufactured home:</b>				
<b>Names of all owners of record of the manufactured home:</b>				
<b>Statement of owner:</b>				
I hereby affirm that I am the owner of the real property to which the manufactured home described herein is or will be permanently affixed.				
Signature of Owner (s)				Date
<b>Signatures of all parties having a mortgage, lien, or other security interest in the manufactured home. Such signatures shall evidence consent to the cancellation of the Arkansas certificate of title or MCO of the manufactured home.</b>				
<b>Signature</b>				<b>Date</b>
<b>Certification:</b>				
I hereby certify that the manufactured home described above for which the title or MCO is being cancelled has been permanently affixed to real property as defined herein.				
Signature of applicant:				Date

Send application and documents to: **Department of Finance and Administration**  
**Office of Motor Vehicle Records Unit**  
**P.O. Box 1272**  
**Little Rock, AR 72203**

Name and address of the owner, lending agency, or other entity to which notification of cancellation of the title or MCO of the manufactured home may be delivered. ▼
